

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORM

**THE NATIONAL ASSOCIATION OF
BLACK MILITARY WOMEN**

(Formerly Known as “The Black WAAC, WAC, Women in Service)



GUIDELINES AND PROCESSES

FOR

**ESTABLISHING AUTHORIZED
NABMW CHAPTERS**

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INTRODUCTION

THE WAAC, WAC, WOMEN IN SERVICES WAS ESTABLISHED IN 1976. IT REMAINED AN INFORMAL ORGANIZATION UNTIL 1997 WHEN THE NAME WAS CHANGED TO

***“THE NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN”
(FORMERLY KNOWN AS THE BLACK WAAC, WAC, WOMEN IN SERVICE).***

IN 1994 THE BYLAWS WERE APPROVED. AND THE FIRST NATIONAL OFFICERS WERE ELECTED IN 1999.

THE NABMW HAS DEVELOPED VIABLE METHODS OF OPERATING AND CONTINUES TO WORK ON ITS STRUCTURE. BECAUSE IT’S MEMBERSHIP IS SPREAD THROUGHOUT THE COUNTRY, MEETINGS AND COMMUNICATION PRESENT DIFFICULTIES BOTH IN TIME AND EXPENSE.

THE STRENGTH OF A NATIONAL ORGANIZATION ULTIMATELY RESTS WITH ITS GREATER MEMBERSHIP. TO ENSURE THE GROWTH AND DEVELOPMENT OF OUR ASSOCIATION, TO FULFILL ITS MISSION, AND GAIN GREATER VISIBILITY, THE EXECUTIVE COMMITTEE HAS APPROVED THE ESTABLISHMENT OF CHAPTERS WITHIN EACH REGION TO PROVIDE A STRONG AND RECOGNIZED PRESENCE WITHIN LOCALIZED COMMUNITIES.

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ESTABLISHING A CLUSTER

A. CLUSTER: DEFINITION AND RESPONSIBILITIES

1. **CLUSTER.** Any group of two or more financial members of the NABMW who come together to relay their intentions and request to establish an authorized NABMW Chapter.

2. CLUSTER RESPONSIBILITIES

- a. The Cluster will choose one of its members to act as Cluster contact person and another as Cluster secretary.
- b. The Cluster will carry out the necessary procedures as outlined in these guidelines. The title Cluster will be retained until all eligibility requirements have been met and the group is approved as an official Chapter.
- c. The Cluster contact person will be responsible for seeing that necessary forms are completed and sent to the Chairperson of the region in which the group is situated. The Regional Chairperson will continue to be in both formal and informal contact during the process.

B. CLUSTER GUIDELINES & PROCESS

1. The Cluster will complete Form # 101 entitled:

APPLICATION TO ESTABLISH AN AUTHORIZED NABMW CHAPTER
(Form #101) Available from the Regional Chairperson

2. When Form # 101 is completed, the Cluster Contact Person will send it to the Regional Chairperson.
3. The Regional Chairperson, upon the receipt of the application, will complete Form #101A entitled

REQUEST FOR CLUSTER APPROVAL AND CLUSTER NUMBER
(Form #101A)

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4. The Regional Chairperson will send Form # 101A and a copy of the Cluster application Form # 101 to the National Vice President of Operations.
5. The National Vice President for Operations will complete a Form # 101B entitled:

NATIONAL APPROVAL AND ASSIGNED CLUSTER NUMBER
(Form # 101B)

6. The National Vice President of Operations will assign Cluster numbers according to the order in which request to form Chapters are received from the various Regional Chairpersons.

Include: Number of Cluster, Location, Region, Date Established

**Example: Cluster Five Baltimore, MD Central East 8/05
C005/Balt,MD/CE/0805**

**Cluster Six Atlanta, GA South-East 2/06
C006/Atla,GA/SE/0206**

Note: Several adjacent locations may be included in the main address. When the Chapter is officially established and approved, the designation "Cluster" will be replaced by "Chapter"

7. The National Vice President of Operations will send Form # 101B to the Regional Chairperson.
8. The Regional Chairperson will complete Form # 101C, keep a copy and send the original to the Cluster Contact Person.

CLUSTER APPROVAL/CLUSTER NUMBER
(Form # 101C)

9. The Cluster Contact Person now has permission to take the steps necessary to meet the eligibility requirements for approval of the Cluster as an authorized Chapter.

C. NABMW FORMS

The NABMW Forms 100, 101A, 100B, 100C will provide permanent records or paper trails as Clusters/Chapters are approved or disapproved.

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ESTABLISHING A CHAPTER AND ELIGIBILITY REQUIREMENTS

A. REQUEST TO BE AUTHORIZED CHAPTER.

1. When the cluster has met the eligibility requirements to become a Chapter, the Cluster will complete Form # 101D entitled:

REQUEST TO BE ACCEPTED AS AN AUTHORIZED CHAPTER

(Form # 101D)

2. Form # 101D will include the names of the Chapter's President, Vice President Treasurer, Secretary and members in addition to other pertinent information. When completed, Form # 101D will be sent to the Regional Chairperson. The Regional Chairperson will review, and if all information is correct, will initial the request, make a copy and endorse it to the National Vice President of Operations.
3. The National Vice President of Operations will
 - a. review the endorsement, and if all is in order approve the Chapter
 - b. assign official Chapter number
 - c. prepare Official Chapter certificate and letter of congratulations for the National President to sign,
 - d. maintain copy of documents for official file
 - e. endorse approval (Form # 101E), prepare certificate (Form # 101F) and send packet to Regional Chairperson

APPROVAL OF AN AUTHORIZED NABMW CHAPTER

(Form # 101E)

CERTIFICATE OF CHAPTER AUTHORIZATION

(Form # 101F)

4. The Regional Chairperson will send the Form # 101E along with the Chapter packet (the Official Chapter Certificate and letter from the President) to the Chapter President. (The Regional Chairperson may wish to have small ceremony and formal presentation around this)

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B. CHAPTER MEMBERSHIP

1. To be approved as an authorized “NABMW Chapter”, and maintain this status, the Chapter membership must maintain a minimum of Ten (10) members in “good financial standing”. Being in “good financial standing” means all National dues must be paid-up by each member.
2. All Chapter members must be members of the National Association.
3. The membership may include a mixture of Life, Regular and Associate members. At least Five (5) members must be Regular or Life (or a mixture of the two) members and military (Active Duty, Army Reserve, National Guard or Veteran). The rest of the members may be Associate members (family and/or friends) who support the mission of the NABMW and wish to support the Association in its programs and projects.
4. It is suggested that each Chapter try to recruit at least Fifteen (15) or more members so that in the event a member is lost, both the minimum requirement of Ten (10) members and Five (5) military members is maintained.

Note: Depending on its location, it is conceivable that a chapter might have more Associate members than military.

C. RELATIONSHIP OF REGULAR AND ASSOCIATE MEMBERS

1. In the National Association, Life and Regular members have the right to hold office and vote; Associate members pay a smaller membership fee and do not have the right to hold office or vote. This maintains our status as a veterans association.
2. Within the National Association, the Life, Regular and Associate members will continue under the same rules.
3. Within the Chapter, Associate members will have full voting rights; and (with certain exceptions) be able to hold a Chapter Office.
4. Life, Regular and Association members will pay equal Chapter Fees.

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D. MEMBERSHIP DUES

1. The NABMW membership dues are as follows:

Regular membership \$25.00 annual
Associate membership \$15.00 annual
All members may become Life Members \$500.00

2. The Chapter is required to insure that all Chapter members are in good financial standing with the National. (Note: a member cannot be part of a Chapter if National dues are not paid.)
3. Chapters are not required to have membership dues. However; with the approval vote of (3/4) of Chapter's membership, Chapters may assess a local operations fee. (not to exceed Ten (10) dollars).
4. Chapter fees will be in addition to the dues paid to the National Association.

E. CHAPTER OFFICERS

1. Chapter officers will include:
 - a. *Chapter President
 - b. *Chapter Vice President
 - c. Chapter Secretary
 - d. Asst. Chapter Secretary
 - e. *Chapter Treasurer
 - f. Asst. Chapter Treasurer
 - g. Chapter Historian
 - h. Asst. Chapter Historian
 - i. Chapter Public Relations
 - j. Chapter Chaplain
2. *Chapter President, Vice President, and Treasurer(s) must be military members.

F. CHAPTER ELECTIONS

1. Once an authorized Cluster has Ten (10) registered members, the "Cluster" should elect a President, Secretary and Treasurer. When the "Cluster" applies for approval to be accepted as an authorized chapter, these three officers should be listed on the request Form # 101C. At this time, the other seven or more persons will also be listed as Chapter members.

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2. When the approval of the Chapter is received and an organizational Charter is granted, it will be up to the Chapter to determine what other officer positions should be filled at that time, and to set a date for elections to take place. (The Chapter may prefer to not fill some of the positions until it has been able to recruit more members.)
3. Within ninety (90) days of electing official Chapter officers, the Chapter President should arrange a date with the Regional Chairperson to attend a Chapter meeting to officially install those Chapter officers who have been elected.
4. The Regional Chairperson will submit a report of this meeting including the names of the Chapter elected officers to the Vice President of Operations. The Regional Chairperson will maintain an official file with pertinent information on each of the Regional Chapters as they are approved in her region.

G. INSTALLATION OF ELECTED/APPOINTED CHAPTER OFFICERS

1. The NABMW Installation of Officers is an important ceremony. It is frequently the first time that the NABMW Chapter Officers are recognized publically and officially as duly elected officers of the chapter. The ceremony should be inspirational in nature and should leave the officer's elect with a sense of appreciation for the importance of the duties they have been tasked to perform as well as a feeling of pride that their fellow members have put their trust in them as being capable of carrying out important responsibilities by voting them into office.
2. Installation Chairperson. Each chapter should identify Installation Chairperson for the installation ceremony. The Installation Chairperson must be appointed in writing by the current Chapter President. This person has the specific duty of carrying out all preparations for the ceremony and seeing that the guidelines are carried out. The Chapter Installation Chairperson is responsible for preparing the "Certificates of Installation" to be presented to the newly elected/appointed Chapter Officers. That person should obtain all required signatures from Regional Chairperson and Installation Officer for all certificates. The Regional Chairperson has a significant role to play in the installation ceremony itself and should be prepared to attend all Chapter installations within her region. A specific duty of the Regional Chairperson is to coordinate with Chapter's Chairperson to on the installation ceremony insure all requirements are met.
3. Installation Ceremony Procedures. Plans for the Installation Ceremony should be made with care. The installation ceremony procedures should identify all participants. There should be prepared procedures to advise all participants on how the ceremony is to be carried out and everyone should be aware of their part in it. Attention should be given to the placement of seats, where installing Officers and

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assistants should sit and stand prior to and during the ceremony as well as where the Officer Elects and other members should sit or stand. It should be an orderly event which is carried out with dignity and yet is warm and inviting.

4. Installation Officer. Many times the ceremony will have an invited Installer who is coming from a distance. The Installer and any invited dignitaries who will participate in the installation itself should be extended every courtesy. The Installer should be provided a list of all of the persons to be installed as well as the duties of the positions to which they will be installed. The Installer should be allowed adequate time to go over the instructions with the ceremony's Installation Chairperson, sign all documents and review the prepared written script.
5. Installation Script. A written installation script must be prepared for all installations of NABMW elected Officers. It should have specific questions for the Installer and responses for the elected/appointed Officers. Participants should know before hand what the proper questions and responses are. Some installations are very formal. They may have more than one Installer or have some other features. Others are less formal, but the actual ceremony itself should follow the format prepared for it. The script should be appropriate to meet the needs of the specific installation being held. *For example: The script might differ if you were re-installing someone who was reelected than from a script prepared for a new officer – as in case of an entire new set of officers in a new chapter....*

F. CLUSTER/CHAPTER MEETINGS

1. "Cluster" meetings will be schedule as determined by the group. The cluster should set a reasonable time table for meeting the eligibility requirements and submitting its request for approval as an authorized chapter. The Cluster should focus its attention on achieving this goal. Recruitment of members is primary.
2. Once approved as an authorized Chapter, the Chapter will determine how many meetings it will hold. (no fewer than six (6) per year)
3. An agenda must be prepared for each meeting and kept as an official document of the Chapter (along with minutes of the Chapter meeting). At a minimum, the agenda should include the following.
 - a. Salute the Pledge of Allegiance
 - b. Prayer (or moment of meditation)
 - c. Reading of Minutes of last meeting
 - d. Financial Report
 - e. Correspondence
 - f. Update on National and Regional Activities
 - g. Chapter Business

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- h. National Anthem
- i. Black National Anthem (Lift Every Voice)

G. CHAPTER REPORTS

1. Chapters will submit Two (2) formal reports to the Regional Chairperson. Each report should include the name of all Officers, the total number and names of all members, a report on any activities and events sponsored by the Chapter, and such pertinent material as to give an overall view of the Chapter.
2. The Chapters will submit their reports in January (for inclusion in the Regional report to the Executive Committee Meeting held in April) and in August (for inclusion in Regional Convention Report or Executive Committee meeting (in the off year).
3. The Regional Chairperson will share these reports with the Vice President for Operations for inclusion in the next Executive Committee meeting or at the Convention.

H. RELATIONSHIP BETWEEN CHAPTER, REGION, AND NATIONAL

1. Both the Chapter and the Regions operate under the umbrella of the National Association.
2. A Chapter is a member of the region in which it is located. The Regional Chairperson is responsible for all Chapter activities. All major activities planned by a Chapter must be approved by the Regional Chairperson. The Regional Chairperson should be available to provide guidance and assistance to the Chapter.
3. The Regional Chairperson is responsible for keeping the National aware of the status and activities of the Chapters under her jurisdiction. To insure the Regional Chairperson is aware of all activities, issues, and actions, all communication or correspondence from the Chapter for the National must be funneled through the Regional Chairperson. Also communications from the National for a Chapter must also be funneled through the Regional Chairperson. The Regional Chairperson might wish to discuss it with the Chapter President (or the National) before sending it on. Any problems or conflicts which cannot be resolved locally or regionally should be brought to the Vice President of Operations by the Chapter Board Representative, for consideration by the Executive Committee.
4. The Chapter's primary mission is that of the National Association.

“To record the history, tell the story, and maintain the heritage of African American Women in the military service of our country.”

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5. The Chapter may which to develop some Chapter goals and objectives toward supporting this mission within its own locality.
6. It is important that members of the Association feel they have a voice in the organization and will be listened to. At the same time, in order to maintain its integrity and status as a historical veterans association and a non-profit organization, the National must be the final decision maker as to what Regions, Chapters or individuals may do or say under the banner of the NABMW.

I. RECRUITING MEMBERS FOR THE CHAPTER

1. The National goal is to seek out and obtain the history of every Black Military Woman who has served in the U.S. Armed Forces. In order to obtain the organization's goal, every Region, Chapter and member of the organization should constantly be on the look out for new members and obtaining their "HERSTORY"
2. Frequently, military women who are approached about the NABMW are happy to learn of its existence. As new members are registered they should be asked to aid in the recruiting efforts of the Chapter by telling their friends and colleagues.

“POSITIVE AND ENTHUSIASTIC SHARING OF OUR MISSION IS THE KEY TO SUCCESSFUL RECRUITING”

3. During the process of recruiting members, the Cluster may wish to use the following tactics:
 - a. Mail out invitational letters and other materials displaying the NABMW logo.
 - b. Sponsor informational meeting with speakers.
 - c. Prepare and display historical materials, pictures, articles, artifacts dealing with the role of women in the military.
 - d. Maintain informational tables at community events such as Community Days, Martin Luther King Day, Black History Month/Week, Women's Month, Flag Day or Veterans Day.
 - e. Try to get informational bulletins announced in churches or at community organization meetings.
 - f. Purchase an "AD" in an organization's souvenir journal.
 - g. Check newspapers and TV programs for names of military women appearing in the papers or on DV programs. Contact them directly or send a letter to the newspaper or TV station to be forwarded.
 - h. Make contact with women on nearby military bases, in the super markets, restaurant, or other public events.

J. POLITICAL ENDORCEMENTS.

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1. THE NABMW IS A HISTORICAL ASSOCIATION. IT IS NON-POLITICAL.
2. As a veteran organization, we do not endorse or advocate for political parties, candidates, or issues.
3. If a member expresses an opinion, she must make it clear that she is speaking as an individual and not as a representative of the Association.

K. FINANCING “CLUSTER/CHAPTER” ACTIVITIES,

1. NABMW Cluster/Chapter must be self-sustaining. As indicated in Section D MEMBERSHIP DUES, Chapters are not required to have membership dues. However; with the approval vote of (3/4) of Chapter’s membership, Chapters may assess a local operations fee. In addition to the official fees (if assessed), the Cluster/Chapter may choose to ask members for donations or (once becoming a Chapter) hold activities that generate funds for Chapter operations.
2. During the period of being a Cluster (prior to becoming an official Chapter), direct public funding or solicitation is prohibited.
3. When a Cluster is approved as an authorized Chapter, it will follow the Financial Guidelines defined by the National.

L. TELLING “HERSTORY.

1. The term “HERSTORY” has come to mean oral, written, recorded and filmed stories of African American women who is serving or served in the military services.
2. The NABMW mission is to see that these stories are collected, preserved and used to educate the public about the role of these women patriots, past, present and future.
3. At various meeting and conventions, women are called to tell their personal stories and military experiences. The NABMW wants each of its members to complete a personal profile that may be kept on record and used in documentaries, interviews, magazines articles or other appropriate distribution.
4. Members are encouraged to keep pictures, military records, uniforms, medals or other artifacts connected with their military life. They are asked to make copies of pictures, records to share with the association.

M. REMEMBERING FALLEN COMRADES.

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1. It has always been a tradition in the Armed Forces as well as for soldiers and veterans to honor their “Fallen Comrades”. The NABMW takes this tradition very seriously. At the Biennial Reunion, the NABMW pays special ceremonial recognition to those who have gone before us. At the regional and local levels, we also (at the time of notification) pay tribute to our local fallen comrades.
2. When informed of the death of a Black Military Woman (member or non-member), the Chapter Chaplain (or any member) should advise the Regional Chaplain. In turn, the Regional Chaplain will notify the National Chaplain. She should send the name, date of death and other pertinent information so that the organization may respond.
3. Many families are not familiar with the military record of their deceased. It is the task of the Chapter Chaplain to construct and maintain a record of all chapter members to include their Name, Dates Served, Branch of Service, Rank and Duty Stations so that this is on hand to share with the family for inclusion in an obituary or read at a service. It is also very important to obtain as much military information as possible from the family about the fallen comrade. The NABMW would also like to have any artifacts, pictures or memorabilia our sister soldier may have had that the family wishes to donate to the organization.
4. The Chapter Chaplain should develop a brief ceremony that is appropriate for a funeral, wake or memorial service and is in accordance with the standard procedure set up by the NABMW National. The Chapter members should be given a copy and be aware of whatever protocol is established by the Chapter in honoring a fallen comrade. The family of the deceased should be contacted and offered the Chapter’s participation (if family so desires).
5. Congress has passed a law which entitles all veterans the basic benefit of having a military ceremony at the grave site with an official military marker placed at the grave site. The family should be advised of these benefits and to make arrangement with the undertaker or cemetery (if so desired).

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CONCLUSION

1. These Guidelines are an initial undertaking designed to outline a process to be followed in establishing an authorized NABMW Chapters. As time goes on, no doubt, the process will be reviewed, amended and updated to meet changing organization needs.
2. The process is fairly detailed in an attempt to answer questions which may be raised. “The use of official forms to be completed is designed to ensure that we have the data for an official record in both the Regional and National files.
3. If ten years down the line, a Chapter wishes to hold an anniversary of its establishment, it will have the names of its “founders” (the original Cluster) and “Charter members” (members appearing on the original approval of the Chapter).

Note: A HANDBOOK FOR CHAPTERS is being developed.

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NABMW Forms

Form # 101 - APPLICATION TO ESTABLISH AN AUTHORIZED NABMW CHAPTER
(To be completed by Cluster Contact Person)

Form # 101A - REQUEST FOR CLUSTER APPROVAL AND CLUSTER NUMBER
(To be completed by NABMW Regional Chairperson)

Form # 101B - NATIONAL APPROVAL AND ASSIGNED CLUSTER NUMBER
(To be completed by NABMW Vice President of Operations)

Form # 101C - CLUSTER APPROVAL/CLUSTER NUMBER
(To be completed by NABMW Regional Chairperson)

Form # 101D - REQUEST TO BE ACCEPTED AS AN AUTHORIZED CHAPTER
(To be completed by Cluster Contact Person)

Form # 101E - APPROVAL OF AN AUTHORIZED NABMW CHAPTER
(To be completed by NABMW Vice President of Operations)

Form # 101F – CERTIFICATE OF CHAPTER AUTHORIZATION
(To be completed by NABMW Vice President of Operations)

Form # 101G - CERTIFICATES OF OFFICE
(To be completed by NABMW Chapter Installation Chairperson)

Form # 101H – CERTIFICATE OF CHAPTER OFFICER’S DUTIES & RESPONSIBILITIES
(To be completed by NABMW Chapter Installation Chairperson)

Form # 101I - NABMW CHAPTER INSTALLATION CEREMONY – SCRIPT
(To be completed by NABMW Chapter Installation Chairperson)

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APPLICATION TO ESTABLISH AN AUTHORIZED CHAPTER

(Completed by Cluster)

DATE: _____

TO: _____
(Chairperson, Region)

From: _____
(Cluster President)

1. We request the Regional Chairperson's assistance in seeking approval of our request to establish an authorized NABMW Chapter in the _____ Region.

2. We are designating _____ as our Chapter location.
(City, town or area and State)

3. Each of the persons listed below is a regular (military) member of the NABMW in good financial status. We look forward to receiving an early approval of this request to continue our work toward establishing an authorized NABMW Chapter.

4. CLUSTER CONTACT PERSON: _____

Email: _____

Phone: _____ Fax: _____

Address: _____

5. CLUSTER SECRETARY: _____

Email: _____

Phone: _____ Fax: _____

Address: _____

Signature: _____

CLUSTER CONTACT PERSON

CLUSTER SECRETARY

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REQUEST FOR CLUSTER APPROVAL AND CLUSTER NUMBER

(To be completed by NABMW Regional Chairperson)

Date: _____

To: _____
NABMW Vice President of Operations

From: _____ Chairperson: _____
(Region)

Address: _____

Dear Madam Vice President,

1. Attached please find a copy of an application to establish an authorized NABMW Chapter in the _____ Region.
2. I have verified that the members requesting this permission are members in good financial status with the organization. I have conferred with the Cluster contact person.
3. I will lend as much assistance as I can to the group and will see that they have a copy of the guidelines for the establishment of authorized Chapters, and the forms necessary to complete the process.
4. I recommend APPROVAL of this request and the assignment of a Cluster number.

Signature: _____
_____ Regional Chairperson, NABMW

Phone: _____

Email: _____

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NATIONAL APPROVAL AND ASSIGNED CLUSTER NUMBER

(To be completed by NABMW Vice President of Operations)

Date: _____

To: _____ Chairperson: _____
(Region)

From: _____
NABMW Vice President of Operations

Address: _____

1. Your request for Cluster Approval and Cluster Number has been received and approved.
2. The assigned designation includes:
 - a. Cluster number: _____
 - b. Location: _____
 - c. Region: _____
 - d. Date Established: _____
3. The cluster will be identified as: _____
4. It is our hope that the cluster will work diligently toward meeting the eligibility requirements in a timely fashion and that we will be receiving its request to be recognized as an authorized NABMW Chapter.
5. The addition and growth of chapters within the various regions will directly impact the increase in our national membership as well as the recognition of the NABMW as an important voice in telling the story of women in the military.

Signature: _____
Vice President of Operations, NABMW

Phone: _____

Email: _____

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CLUSTER APPROVAL AND CLUSTER NUMBER

(To be completed by the NABMW Regional Chairperson)

Date: _____

To: _____

(Cluster Contact Person)

From: _____ Chairperson: _____

(Region)

1. Permission has been granted from National for you to continue to work toward meeting the eligibility requirements to become an authorized NABMW Chapter in the _____ Region.

2. Your Cluster designation is: _____.

3. Cluster/Chapter procedures are attached with eligibility and other requirements. It is hoped that what you need to know is included. However; if you have questions, please contact me.

4. As a Cluster, your attention should be focused upon becoming an authorized chapter. All activities should be directed toward achieving the mission of the NABMW (to tell the story, preserve the history, and maintain the heritage of African American Women in the military services of our nation).

5. I hope that you will work in a timely fashion and look forward to your becoming an authorized Chapter. Good luck in your endeavors and I look forward to assisting you in reaching your goal.

Signature: _____

_____ Regional Chairperson, NABMW

Phone: _____

Email: _____

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REQUEST TO BE ACCEPTED AS AN AUTHORIZED CHAPTER

(To be completed by Cluster)

Date: _____

To: _____ Chairperson: _____
(Region)

From: _____
(Cluster President)

Address: _____

1. We formally request acceptance as an authorized NABMW Chapter.
2. We have reached the Ten (10) member minimum requirement for acceptance as an authorized NABMW Chapter. The required five military members have been met. Each member listed has paid her national dues.

3. Listed below is our current membership:
 Chapter President: (Mil) _____ Phone _____
 Chapter Vice Pres: (Mil) _____ Phone _____
 Chapter Treasurer: (Mil) _____ Phone _____
 Chapter Secretary _____ Phone _____
 _____ (Mil) _____ (Mil)

(If there are more members, list them on back of page or separate sheet.)

Signature: _____
(Cluster President)

.....
(To be signed off by Regional Chairperson and copy sent to VP for Operations)

Date: _____

I recommend APPROVAL of this request.

Signature _____
_____ Regional Chairperson, NABMW

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

APPROVAL OF AN AUTHORIZED NABMW CHAPTER

(To be completed by NABMW Vice President of Operations)

Date _____

2. The President and Executive Board of the National Association of Black Military Women are pleased to grant your request for approval as an authorized NABMW Chapter .

4. Your assigned Chapter number is identified as:

C# _____ / _____ / _____ / _____
Number location region date established

Chapter Number: _____

Location: _____

Region: _____

Date Chapter Established: _____

3. The National Association will be aided in its growth and development by your becoming a strong and recognized presence in the community in which you are located. Your primary mission is to tell the story, record the history and maintain the heritage of African American Women in the military services of our country. Your chapter activities should be directed toward achieving these goals. Your participation in positive community events and activities will increase your opportunities to show that "Military Women Continue to Serve".

4. Congratulations and Welcome!!! We look forward to recognizing your chapter officially at our next biennial reunion.

Signature: _____
President, NABMW

Vice President of Operations, NABMW

Original to Chapter
Copy to Regional Chairperson

File VP for Operations
File Secretary

NABMW Form 101E - Effective January 2006

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

CERTIFICATE OF CHAPTER AUTHORIZATION

(To be completed by NABMW Vice President of Operations)

NABMW Form # 101F – Effective May 2008

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

CERTIFICATE OF OFFICE

(To be completed by NABMW Chapter Installation Chairperson)

THE NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN
(Formerly Known as the Black WAAC, WAC, Women in Service)

Certificate of Office

Be It Known to all Present that:

NAME OF OFFICER

has been duly elected and installed as
NABMW Chapter

TITLE OF OFFICE

of the "Insert name of Chapter"

Of The National Association of Black Military Women

NAME OF PRESENTER

CHAIRPERSON,

NABMW (INSERT REGION NAME) REGION

Insert date installation

City, State

NABMW FORM 101 G - Effective date: October 1, 2008

NAME OF INSTALLER

INSTALLATION OFFICER,

NAME OF ORGANIZATION/AFFILIATION

EXAMPLE

THE NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN
(Formerly Known as the Black WAAC, WAC, Women in Service)

CERTIFICATE OF OFFICE

Be It Known to all Present that:

FREDDA BRYAN

has been duly elected and installed as
NABMW Chapter

PRESIDENT

of the "Greater Hampton Roads Chapter"

Of The National Association of Black Military Women

MSG SHIRLEY S. SMITH

CHAIRPERSON,

NABMW CENTRAL-EAST REGION

25 OCTOBER 2008

Hampton, Virginia

NABMW FORM 101 G - Effective date: October 1, 2008

COL (RET) KATHALEEN F. HARRIS

INSTALLATION OFFICER,

NABMW NATIONAL EXECUTIVE BOARD

Form # 101G – Effective October 2008

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

CERTIFICATE OF CHAPTER OFFICER'S DUTIES & RESPONSIBILITIES

(To be completed by NABMW Chapter Installation Chairperson)

Form # 101I – Effective October 2008

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

NABMW CHAPTER INSTALLATION CEREMONY – SCRIPT

(To be completed by NABMW Chapter Installation Chairperson)

NABMW Form # 101I – Effective October 2008

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN
NABMW CHAPTER FORMULATION
GUIDELINES AND PROCESSES

NABMW CHAPTER INSTALLATION CEREMONY
SCRIPT Guideline

A. Welcome by Chairperson of Installation Ceremony

B. Introduction of “**PRESENTER**” – by Chairperson of Installation Ceremony

PRESENTER - should be the Regional Chairperson or any Member of NABMW Execution Board

Example:

*“I AM DEEPLY HONORED AND ESPECIALLY PLEASED TO PRESENT OUR
“PRESENTER” FOR THIS AFTERNOON’S INSTALLATION”*

**(MSG SHIRLEY SMITH, NABMW
Central-East Regional Chairperson)**
(Insert name of PRESENTER, title and brief profile)

C. Introduction of the “**INSTALLER**” by the “**PRESENTER**”

INSTALLER – can be the NABMW President, a Local Official, a Local Clergyman, a honorable Veteran or any member of NABMW Execution Board selected by the Chapter

EXAMPLE:

*“I AM DEEPLY HONORED AND ESPECIALLY PLEASED TO PRESENT OUR
INSTALLER FOR THIS AFTERNOON’S INSTALLATION”*

“BG ROSETTA BURKE, PRESIDENT, NABMW”
(Insert name of installer, title and brief profile of installer)

D. Both the PRESENTER & the INSTALLER will **take their assigned places** for the ceremony as set up by the Chairperson of Installation Ceremony.

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

E. PRESENTER:

“MADAM INSTALLER; I WOULD LIKE TO PRESENT FOR INSTALLATION, THE OFFICERS OF THE (INSERT NAME OF CHAPTER) OF THE NABMW.”

F. INSTALLER:

“MADAM PRESENTER. DO YOU VERIFY THAT THE PERSONS PRESENTED FOR INSTALLATION WERE DULY ELECTED BY THE MEMBERS OF THE (INSERT NAME OF CHAPTER) OF THE NABMW?”

G. PRESENTER: *“I DO”*

H. INSTALLER:

“HAVE THEY EACH BEEN GIVEN A COPY OF THE SPECIFIC DUTIES AND REponsibilities OF THE POSITION TO WHICH THEY HAVE BEEN ELECTED?”

I. PRESENTER: *“YES, THEY HAVE”*

J. INSTALLER: *“PLEASE PRESENT THE OFFICERS-ELECT.”*

K. The **PRESENTER** will call the name of each individual Officer ending with the President. Each officer will come up when her name is called.

L. PRESENTER:

“I PRESENT (NAME/BRANCH OF SERVICE) ELECTED TO THE POSITION OF CHAPTER (OFFICER’S POSITION).”

*Example: I PRESENT **FREDDA BRYAN, US NAVY.** ELECTED TO THE POSITION OF CHAPTER **PRESIDENT.***

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

M. INSTALLER:

“(REPEAT NAME) (Insert officer’s name)”

*PLEASE RAISE YOUR RIGHT HAND”
YOU HAVE BEEN DULY ELECTED TO THE POSITION OF
CHAPTER (SAY OFFICER’S POSITION). HAVE YOU
STUDIED THE DUTIES AND RESPONSIBILITES OF THE
OFFICE TO WHICH YOU HAVE BEEN ELECTED?”*

N. CHAPTER OFFICER: **RESPONDS:** *“YES, I HAVE”.*

O. INSTALLER:

“AND DO YOU ACCEPT THE RESPONSIBILITES OUTLINED”.

P. CHAPTER OFFICER: **RESPONDS:** *“I DO”.*

Q. INSTALLER:

*“I, THEREFORE, BY THE AUTHORITY VESTED IN ME BY THE NABMW
NATIONAL PRESIDENT AND MEMBERS OF THE EXECUTIVE BOARD, INSTALL
YOU IN THE POSITION OF (SAY OFFICER’S POSITION)”*

The installer will shake hands as she presents each officer with the:

- 1. Certificate of Office and**
- 2. Scroll outlining the elected position’s duties ...**

NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN

NABMW CHAPTER FORMULATION

GUIDELINES AND PROCESSES

R. OFFICER'S CHARGE: When all Officers have been installed, they will be given a "Charge " by the INSTALLER.

INSTALLER:

EXAMPLE:

*"AS OFFICIAL INSTALLER OF THE NABMW FOR THE
(NAME OF CHAPTER)
I WOULD LIKE TO CHARGE ALL OF YOU AS ELECTED OFFICERS OF
YOUR CHAPTER TO DO YOUR BEST AS LEADERS OF YOUR CHAPTER TO
FULFILL THE MISSION OF THE NABMW....etc"*

S. RECOGNITION OF CHAPTER MEMBERS: Following the charge to the officers, each member of chapter will be recognized.

PRESENTER: Will call the names of each Chapter member. When each member's name is called, she will stand in a line in designated area.

When all Chapter members are recognized, the presenter will issue a charge to them.

(participate fully, Support their officers--follow the mission of the NABMW//// etc)

Note: When the presenter completes her charge to the members, she will ask the chapter president to step forward and make brief remarks....

T. This will end the Installation Ceremony...